INCIDENT COMMANDER CHECKLIST

1. _____ Determine the extent/details/hazardous conditions etc. regarding the situation and make notifications as appropriate.

2. _____ Manage the on-site response forces. Protect life, mitigate incident, and protect property and environment.

3. _____ Classify the event in accordance with the Emergency Action Level Table. If it is an "Operational Emergency", fill out the classification form and send it to the Central Alarm Station in Building 50 to be faxed within 15 minutes of your declaration.

4. _____ Receive confirmation of activation of the Emergency Operation Center (EOC), and as appropriate the:
    a.) Emergency Information Center (EIC)
    b.) Decontamination Center
    c.) Tactical Operations Center (TOC)
    d.) Crisis Negotiation Team (CNT)

5. _____ Provide information to the Public Information Officer (PIO) and Crisis Manager (CM) for media releases; review same for technical accuracy.

6. _____ At periodic intervals review event for re-classification, speak with key personnel regarding emergency classification and status.

Prepared By: _____ **Date:**_____

SECURITY EVENTS

1. _____ Ensure that all posts and patrols are alerted.

2. _____ Contact the Staff Duty Officer.

3. _____ Notify the FBI and SCPD if the situation warrants (if not already Being done by the EOC).

4. _____ Update the CM as appropriate.

5. _____ Maintain communication with the following as applicable:
   - Tactical Operations Center
   - Crisis Negotiating Team
   - Field Commander
   - Fire-Rescue

6. _____ Authorize tactical entry and other response actions (engage/neutralize/apprehend).

7. _____ Ensure the area is cordoned off and safeguarded when the situation is resolved.

8. _____ At periodic intervals review event for re-classification, speak with key personnel regarding emergency classification and status.